

Mason Moor Primary School



Title of Post: Class teacher, English Subject Leader

Contract period: 1st January 2022

Banding: TLR 2.1 (£2873 - 20/21 amount so subject to cost of living rise for 21/22)

Responsible to: Headteacher

Purpose of the job:

- To carry out the professional duties of a teacher as set out in the relevant pages of the Teachers' Pay and Conditions document.
- To provide for the educational, social, moral, spiritual and cultural development of each of the children in your class.
- To maintain high standards of teaching and learning, marking, monitoring and assessment and communication with parents/carers.

Job Description: English Subject Leader

In addition to the specific requirements of the post of class teacher (please see separate job description), the particular duties of the post holder have been set out below:-

Leadership Team:

- To attend fortnightly Leadership Team meetings as and when requested by the Headteacher.
- To provide an example of 'excellence' as a leading classroom practitioner, inspiring and motivating other staff
- To sustain high expectations and excellent practice in teaching and learning throughout the school
- To be involved in teaching and learning observations with other members of staff to raise pupils' standards of achievement and to evaluate practice in English.
- To lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development
- To support the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders

Subject Leader Responsibilities

- To be accountable for securing the highest possible standards and progress of pupil achievement across the English curriculum through effective monitoring and evaluation.
- To formulate and review all policy documentation linked to the English National Curriculum as set out in the School Development Plan, in full consultation with the SLT and teaching staff.
- To use data analysis effectively (national, local, school data and inspection data such as Assessing Pupils Progress) to inform policies, teaching and learning and whole school improvement.
- Alongside the assessment lead, to interrogate termly data, identify areas of poor performance and take effective action to remedy and eradicate underachievement.
- To write an English action plan as part of the School Development Plan and evaluate the effectiveness of the plan on a termly basis.
- To collaborate with and support teachers in ensuring progression and continuity across year groups

- To advise and inform staff about assessment, recording and reporting procedures within the school and new information/resources/guidance for English.
- To assist the Headteacher in the monitoring and evaluation of the quality of teaching and learning in English throughout the school through teaching and learning observations, team teaching and work scrutiny, where appropriate
- To lead staff development sessions for teaching and support staff as agreed with the Headteacher
- To advise and inform Early Career Teachers and other new staff about practices in the school linked to English
- To attend courses and meetings as appropriate and to evaluate and report back to staff on the essential issues covered
- To keep up to date with current trends and research
- To audit, order, organise and allocate resources throughout the school, both in classrooms and in resources areas
- To take an active role in organising special curriculum events as agreed with the Headteacher
- To provide information for the Governing Body annually.
- To maintain a well organised and up to date Subject Leader File.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Headteacher.

General Expectations:

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way in which the English Subject Leader is expected and required to perform and complete the particular duties as set out above.